

DD/A Registry

83-4807/3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DCI's Annual Report to Congress

FROM:

Director of Information Services
1206 Ames Building

EXTENSION

NO.

OIS 83-748/1

25X1

DATE

1 DEC 1983

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA

2 DEC 1983

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ADDA

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DDA

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FORM
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USE PREVIOUS
EDITIONS

DD/A Registry

83-4807/3

OIS 83-748/1

1 DEC 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:



25X1

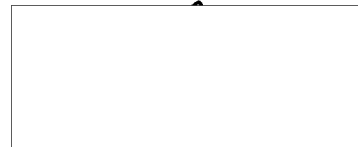
Director of Information Services

SUBJECT: DCI's Annual Report to Congress

REFERENCE: Your multiple addressee memorandum dated
14 November 83; Same Subject (DDA 83-4807/1)

1. Attached is our contribution to the DCI's Annual Report to Congress. We have responded to only three of the four points mentioned in the referenced memo, as in FY 1983, OIS did not initiate any long-term funding requirement programs.

2. We shall be glad to supply any additional details that you may wish.



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Attachment:
As stated

OFFICE OF INFORMATION SERVICES
Contribution to the DCI's Annual Report to Congress

Capability Rebuilding:

The Office of Information Services (OIS) completed the first major revision of the Agency's rules and regulations implementing the FOIA since 1975 and promulgated this in the Federal Register in January. In addition, and to enhance the Agency's responsiveness to FOIA requirements, OIS in cooperation with the Office of General Counsel and other interested components has proposed a new Headquarters regulation to implement legislation now being considered by Congress to provide FOIA relief for the Agency. OIS is working also on a program to eliminate the present backlog and improve the response time to future requesters.

Enhancement of Ongoing Capabilities:

Two major activities in OIS were reorganized and redirected to improve the efficiencies of the programs: The Records Information System (TRIS) and the Audited Document Inventory and Tracking System (AUDITS). TRIS will incorporate three existing computer systems in a way that will simplify procedures for managing records and ensure responsiveness. This system is expected to be the first step in a program to reduce resource requirements for registries, increase document and information security, and greatly improve records management in general.

The AUDITS will replace the current computer system in recording the Agency's holdings of Top Secret collateral documents and will be developed in conjunction with TRIS. It will be on-line and permit direct component inputting of information on their Top Secret holdings. AUDITS also will provide for a real-time document audit trail and current information on location of the documents.

Performance Highlights:

OIS installed an electronic word processing system and expanded the use of several of its computer data bases this year to improve production, to update items, and to expand their intra-Agency tracking capability. OIS completed the initial phase of the standardization of records control schedules for use by Agency Directorates; published a new Handbook on Files Management [] updated the Agency's Top Secret Control Handbook [] in accordance with the latest procedures for protecting national security information; and experienced a fourfold net increase in material accepted into the Agency Archives and Records Center over 1982. FOIA requests continued to increase in number (initial backlog was up six percent), length, and complexity. A program of updating older regulatory issuances was begun and other responsibilities in this field continued in an effective manner; classification review of documents on Agency employment produced by departing employees was started; development of a computerized data base to provide a status on released information was enhanced; and, support to systematic review functions conducted by other Government organizations was provided.

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